

# Retention and Classification Report

**Agency:** Department of Commerce. Division of Real Estate (845)

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**Records Officer** Mark Fagergren

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**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82563

3

**TITLE:** Change forms

**DATES:** 1986-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 24.00 cubic feet.

**DESCRIPTION:**

These records contain notifications by a license holder of a change of information on his/her status, employer, or other license information. This form is then used as a data entry form to enter the changes into the computer data system. Information includes the new and old: name, address, social security number, company name, principal broker, and licensee's agent.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1986 through 2010. Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 10 years and then delete.

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82563

**TITLE:** Change forms

(continued)

**APPRAISAL:**

Administrative Legal

These records have legal value pursuant to UCA 61-2g-306 (2011);  
UCA 61-2f-301 (2011); and UCA 57-19a-303.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82585

3

**TITLE:** Complaint files

**DATES:** 1965-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These records document the complaints received by the Division of Real Estate. Information includes the complaint date, the name(s) of each party, the substance of the complaint, and the investigator's recommendation as to whether the Division of Real Estate should begin an enforcement action on the basis of the information submitted.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center provided no pending litigation. Retain in State Records Center for 8 years and then destroy.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 10 years and then delete.

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82585

**TITLE:** Complaint files

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Protected UCA 62-2-305(6)

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(b)

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82571

3

**TITLE:** Deposit report

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records include financial information as to funds received by the Division on a daily basis.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 1 day and then print and erase.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

This information is printed daily. Once printed, the on-line information can be deleted.

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82571

**TITLE:** Deposit report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82570

3

**TITLE:** Evaluation forms

**DATES:** 2010-

**ARRANGEMENT:** Alphabetical by course, school, or instructor's name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are evaluations forms completed by individuals who take education from the Division of Real Estate-certified schools and instructors. Information includes school, instructor, and course names; course certification number; and student comments as to the value and effectiveness of the educational experience. Prospective licensees must attend one of these schools as part of the licensing process. Information in the records may include the school identification number, the school name and address, and the name of the contact person.

**RETENTION:**

Retain Until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 2010 and continuing to the present. Retain in Office until administrative need ends or until any student complaint is resolved and then destroy.



**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82570

**TITLE:** Evaluation forms

(continued)

**APPRAISAL:**

Administrative

This information is useful only as long as it is current.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(9)(a)

Private. 63G-2-302(2)(d)

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 9353

3

**TITLE:** Hearing case files

**DATES:** 1937-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records document charges filed against licensees resulting in hearings conducted by the Department of Commerce, Division of Real Estate, and the Appraiser Board, Real Estate Commission, or the Mortgage Commission. Information includes pleadings, exhibits, arguments, subpoenas, witness testimonies, evidence, documentation, and resolutions. Information concerning the terms of denied, granted, or conditionally granted licenses or registration, as well as resulting orders may be included.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 2.

**AUTHORIZED:** 11/24/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives provided there is no pending action or litigation.

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 9353

**TITLE:** Hearing case files

(continued)

**APPRAISAL:**

Historical

The records in this series document actions of the division relative to hearings.

**PRIMARY CLASSIFICATION:**

Private           UCA 63G-2-302(1)(b) and (2)(d)

**SECONDARY CLASSIFICATION(S):**

Protected.       UCA 63G-2-305 (9)(a) and (d)

Public

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 18281

3

**TITLE:** Initial application for license, certification, or registration

**DATES:** 1997-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 12.00 cubic feet.

**DESCRIPTION:**

These files document the complete records for registering, licensing, and certifying appraisers and appraiser trainees, real estate entities and professionals, mortgage entities and professionals, appraisal management companies, timeshare developers and sales persons, and the schools, instructors, and courses through which these professionals obtain required education in Utah. Appraisers are registered, licensed, or certified as per UCA 61-2g et seq. (2011); real estate entities are registered as per Utah Administrative Code R162-2f-205 et seq.; real estate professionals are licensed as per UCA 61-2f et seq. (2010); mortgage entities and professionals are licensed as per UCA 61-2c et seq. (2010); appraisal management companies are registered as per UCA 61-2e et seq. (2010); timeshare developers and sales persons are registered as per UCA 57-19a et seq. (2011); and schools, instructors, and courses are certified under Utah Administrative Code R162 et seq. Records include application forms, verification of identity, verification of legal presence, examination results, disclosure questionnaires, sample appraisals, criminal history, and records of adverse administrative actions taken in other jurisdictions. Information in the records includes name, birth date, gender, address(es), phone number(s), Social Security number, employment history, driver license number, and professional license history.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1997

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 18281

**TITLE:** Initial application for license, certification, or registration

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 2010. Retain in Office until entered into database and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: For records beginning in 2011 and continuing to the present. Retain in Office for 10 years and then delete.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Public                      UCA 63G-2-301(2008)

**SECONDARY CLASSIFICATION(S):**

Private.                      UCA 63G-2-302(1)(b)

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 83960

3

**TITLE:** Investigative files (action taken)

**DATES:** 1985-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

Investigations of complaints filed against real estate licensees where action was taken as a result of an investigation. All public information related to disciplinary action is transferred to the Hearing case files, series 9353.

**RETENTION:**

Retain 20 years after case closes.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until case is closed and then transfer to State Records Center provided all appeals have been completed. Retain in State Records Center for 20 years and then destroy.

Computer data files: Retain in Office for 20 years after case is closed and all action completed and then delete.

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 83960

**TITLE:** Investigative files (action taken)

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(9)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301 (2008)

Private. UCA 63G-2-302(1)(b)

Controlled. UCA 63G-2-304

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 83959

3

**TITLE:** Investigative files (no action)

**DATES:** 1970-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These records document complaints filed against real estate licensees and in which no action was taken after an investigation. Information includes license number, case number, notes, social security number, case summary, original complaint letter, complaint intake sheet, license status notice, respondent's answer, interview notes, and investigative reports.

**RETENTION:**

Retain 10 years after case closes.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1970 and continuing to the present. Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy provided no further action is taken.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 10 years and then delete.



**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 83959

**TITLE:** Investigative files (no action)

(continued)

**APPRAISAL:**

Administrative Legal

UCA 76-1-302 (1990)), specifies that misdemeanor violations shall be commenced within two years after its commission and violations of infractions shall be commenced within one year of commission.

UCA 76-1-301 (1990)), specifies that prosecution may be commenced at any time for falsifying public records.

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305((9)(a)

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(2)(b)

Public. UCA 63G-2-301(3)

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 81179

3

**TITLE:** License history files

**DATES:** 1921-

**ARRANGEMENT:** Alphabetical by name thereunder chronological

**ANNUAL ACCUMULATION:** 12.00 cubic feet.

**DESCRIPTION:**

These records detail individual licensees' activities. They are used as a reference tool by the staff to provide background information for those licensees who move out of the state and attempt to secure licenses in other states. Information includes a licensee's name, address, history of employment, type of license, and dates of licensure.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1921 through 2005. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: For records beginning in 2006 and continuing to the present. Retain in Office until scanned into database system and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: For records beginning in 2010 and continuing

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 81179

**TITLE:** License history files

(continued)

to the present. Retain in Office for 10 years and then delete.

Microfilm master: Retain in Archives for 10 years and then destroy.

Microfilm duplicate: Retain in Archives for 10 years and then destroy.

**APPRAISAL:**

Administrative

This record is used by the staff to provide background information on licensees in case the licensee wishes to become licensed in another state. Information more than thirty years old would not have enough value to warrant retention.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(b)

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 84487

3

**TITLE:** License related correspondence

**DATES:** 1993-2009. 2010-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records contain communications between the division and the individuals and entities that are licensed, registered, or certified by the Division of Real Estate. Information includes requests for information, letters of correction, and responses to written inquiries and complaints to the extent that the communications are not part of an application or enforcement proceeding. Before 2010, these records were kept on paper and transferred to the Archives. These records also contain packets compiled for commissioners and policy and program correspondence.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1993 and continuing to the present. Retain in Office for 3 months and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 10 years and then delete.

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 84487

**TITLE:** License related correspondence

(continued)

**APPRAISAL:**

Administrative Historical

These records have evidentiary value as unique information about agency functions, policies, procedures, or programs.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(9)(b) and (c)

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82574

3

**TITLE:** Notices

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records contain information that an individual who is registered, licensed, or certified by the division of Real Estate is required to provide if the individual files for bankruptcy; resolves a criminal prosecution through conviction, plea in abeyance, or diversion agreement; or suffers an adverse licensing action in another jurisdiction. This requirement is imposed by statute as follows: appraisal, UCA 61-2g-306 (2011); mortgage, UCA 61-2c-205 (2011); real estate, UCA 61-2f-301 (2011); and timeshare, UCA 57-19a-303.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years and then delete.

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82574

**TITLE:** Notices

(continued)

**APPRAISAL:**

Administrative Legal

The records have legal value and retention is imposed by statute as follows: appraisal, UCA 61-2g-306 (2011); mortgage, UCA 61-2c-205 (2011); real estate, UCA 61-2f-301 (2011); and timeshare, UCA 57-19a-303.

**PRIMARY CLASSIFICATION:**

Private                      UCA 63G-2-302(1)

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82587

3

**TITLE:** Orders

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document the decisions and orders resulting from hearings conducted by the Department of Commerce, Division of Real Estate, including Commissions or Boards. Information includes final agency orders, original charges filed against licensees, and substantiation or basis for resolution.

**RETENTION:**

Retain 20 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1983 through 2009. Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 20 years and then transfer to State Archives with authority to weed.



**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82587

**TITLE:** Orders

(continued)

**APPRAISAL:**

Administrative Historical

This information has potential research value, as it would document the development of Commission decisions and the impact of public input on those decisions. For administrative ease, all records of public hearings should be transferred to the State Archives. Later the Archives staff can weed out records of little value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82589

3

**TITLE:** Real estate commission members' travel records

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are claims for reimbursement filed by members of the Mortgage Commission, Real Estate Commission, and Appraisal Board for expenses incurred through their serving on the board. Reimbursement is authorized as follows: for the Mortgage Commission, UCA 61-2c-104(6); for the Real Estate Commission, UCA 61-2f-103(5); for the Appraisal Board, UCA 61-2g-204(7). The information recorded includes the date of the meeting, the low org number, the social security number of the members, their addresses, the actual miles traveled, the amount of reimbursement, and the signatures of the board members.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82589

**TITLE:** Real estate commission members' travel records

(continued)

**APPRAISAL:**

Administrative Fiscal

This retention is to allow for any potential audit of these records.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 9355

3

**TITLE:** Recovery fund files

**DATES:** 1979-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are case files pertaining to the Real Estate Recovery Fund Act, wherein if someone sustains damages due to the practice of a licensed real estate agent upon a judicial decision that person can be awarded up to \$10,000. The case files include court orders and orders to pay

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02/25/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Fiscal Historical

Records in this series document agency history and functions.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 9355

**TITLE:** Recovery fund files

(continued)

**SECONDARY CLASSIFICATION(S):**

Private

Controlled

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 6684

3

**TITLE:** Renewal applications

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by name thereunder chronological by date

**ANNUAL ACCUMULATION:** 24.00 cubic feet.

**DESCRIPTION:**

These records document the complete process of renewing the registration, license, or certification of appraisers, appraiser trainees, real estate professionals, mortgage entities, mortgage professionals, appraisal management companies, timeshare developers, and sales persons. They also document the schools, instructors, and courses through which these professionals obtain required continuing professional education in Utah. Records include application forms; verification of identity; verification of legal presence; disclosure questionnaires, records of criminal activity, and adverse administrative actions occurring since the last date of registration, licensure, or certification.

Information in the records includes name, birth date, gender, address(es), telephone number(s), Social Security number, driver license number, and employment information.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1987

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 6684

**TITLE:** Renewal applications

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1986 through 2005. Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 114 months and then destroy.

Paper: For records beginning in 2006 through 2010. Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 10 years and then delete.

Microfilm master: Retain in Archives for 10 years and then destroy.

Microfilm duplicate: Retain in Archives for 10 years and then destroy.

**APPRAISAL:**

Administrative Legal

The record is kept as required by an interstate agreement to provide background information on real estate agents and brokers who move their place of business from one state to another. The agreement calls for providing information for the preceding ten years.

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 6684

**TITLE:** Renewal applications

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(f),and (2)(d)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(9)



**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82560

3

**TITLE:** Responses to records requests

**DATES:** 1985-

**ARRANGEMENT:** Chronological thereunder alphabetical by surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document the responses to records requests from the division. Information includes correspondence, copies of records provided, log of denied records, procedures to appeal, telephone numbers, e-mail addresses, and other personally identifying private information. May also include licensee name, license number, business and mailing address, license history, license type, dates license was active, dates license was inactive, examination date, any disciplinary actions taken.

**RETENTION:**

Retain 5 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 5 years and then delete.

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 82560

**TITLE:** Responses to records requests

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(2)(d)

Protected. UCA 63G-2-305

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 7297

4

**TITLE:** Subdivision and timeshares registration case files

**DATES:** 2010

**ARRANGEMENT:** Numerical by registration number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This record includes original applications, attached exhibitions, submitted public offering statements, correspondence, orders of registration, and maps.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/1985

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative use ends and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the needs expressed by the agency.

**AGENCY:** Department of Commerce. Division of Real Estate

**SERIES:** 7297

**TITLE:** Subdivision and timeshares registration case files

(continued)

**PRIMARY CLASSIFICATION:**

Public